

# expense | monthly tracking report

claimant | Nachtigal, Lisa

position | Education Director

level | Director

reporting period | July 1 to August 31, 2024

date of report | Friday, October 4, 2024



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	07/31/2024	Monthly Service Plan	\$50.09	other disclosed	telecom/cell phone
Cell Phone	08/31/2024	Monthly Service Plan	\$50.09	other disclosed	telecom/cell phone
Sweat Lodge	07/02/2024	Travel within Alberta	\$15.81	other disclosed	BUS mileage

Service ID Subscriber: LISA NACHTIGAL

<b>Account Detail</b>		
Assignment Account No.	Lisa Nachtigal	
<b>Contract Detail</b>		<b>\$ 44.20</b>
Contract Name	5GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle		\$ 3.50
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes		\$ 0.00
Peak Minutes	649:00 min	
Off Peak Minutes	96:00 min	
Total Airtime Minutes	795:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	2554.0313 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages	59 msg	\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	1:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
<b>Other Charges and Credits</b>		<b>\$ 0.00</b>
Other Charges and Credits		\$ 0.00
<b>Taxes</b>		<b>\$ 2.39</b>
GST		\$ 2.39
<b>Total</b>		<b>\$ 50.09</b>

Service ID: Subscriber:LISA NACHTIGAL

<b>Account Detail</b>		
Assignment Account No.	Lisa Nachtigal	
<b>Contract Detail</b>		<b>\$ 44.20</b>
Contract Name	5GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle		\$ 3.50
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes		\$ 0.00
Peak Minutes	250:00 min	
Off Peak Minutes	23:00 min	
Total Airtime Minutes	294:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	2363.9922 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages	54 msg	\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	44:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
<b>Other Charges and Credits</b>		<b>\$ 0.00</b>
Other Charges and Credits		\$ 0.00
<b>Taxes</b>		<b>\$ 2.39</b>
GST		\$ 2.39
<b>Total</b>		<b>\$ 50.09</b>



# Travel & Subsistence Expense Report

**Must** be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable ([CBEAccountsPayable@cbe.ab.ca](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta form*.

**Details of Trip | Please Print** Date: July 2, 2024

Employee's Name Lisa Nachtigal Vendor #: \_\_\_\_\_

School / Department to mail cheque to Area 4 - Marlborough School

Purpose of Trip / Name of Conference Sweat Lodge

Departure and Return Dates July 2, 2024 Destination: 38 Bullhead Rd, Priddis AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>31</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	15.81			15.81	Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY-Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				15.81	BSMIL1663070903-1
<b>GST Breakout Area</b>					

I certify that the above claim is correct:

\_\_\_\_\_  
 Claimant's Signature Approved by Superordinate

**NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.**



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records. **Subs and Casuals:** Refer to [Substitute Teacher/Casual Employee Travel Log](#)

Section 1: Your Employee Information				<i>To be completed by Employee</i>	
Employee ID:*		First Name:*	Lisa	Last Name:*	Nachtigal
Section 2: Trip Details:				<i>To be completed by Employee</i>	
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.					
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km	
02-Jul-2024	Sweat Lodge	Home	Tsuut'ina Nation	15.5	
02-Jul-2024	Sweat Lodge	Tsuut'ina Nation	Home	15.5	
<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>				<b>Total Kilometres</b>	<b>31</b>
<b>PeopleSoft Time Approver</b>					
Combo Code entered into PeopleSoft				BSMIL1663070903-1	
Section 3:				<i>To be completed by Employee and Approver</i>	
The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@wcdconnect.com">cbeincoming@wcdconnect.com</a>					
Employee Signature:*		Time Approver Name:*	Mike Nelson		
Employee Phone:*		Time Approver Signature:*			
Date DD-MM-YY: *	02-Jul-2024	Time Approver Phone:*		Date DD-MM-YY:*	
<small>Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.</small>					



**Calgary Board  
of Education**

## Authorization for travel within Alberta

**Name of employee:** Nachtigal, Lisa M

**Position:** Education Director

**School or department:** Office of the Director - Area 4

**Name of Event/Conference:** Sweat Lodge

**Purpose of travel/name of conference:** participant

**Location(s) travelled to:** 38 Bullhead Rd Priddis AB

**Departure date:** 7/2/2024

**Return date:** 7/2/2024

**Estimated total cost of travel:** \$ 22.44

**Specified Expenses**

mileage

**Budget to be charged/source of funding:** BSMIL1663070903-1

**Additional Supporting Information**

**Approver:** Nelson, Michael W

**Request Status:** Approved

**Comments:**

**Request Audit Log:**

6/28/2024 2:24:15 PM - Request Created by Nachtigal, Lisa M

6/28/2024 2:28:43 PM - Request Submitted by Nachtigal, Lisa M

7/1/2024 9:44:08 AM - Request Approved by Nelson, Michael W

This form is for reference only, it does not constitute a corporate record.